 **Student Checklist**

**Thing: 4. Microsoft Word 365** [**Quest 5: Tables with Word for Microsoft Office 365**](https://www.remc.org/21Things4Students/21/4-suite-tools/microsoft-word-online/qm5-word-tables/)

**Name:**

**Date:**

**Teacher name:**

***To make a copy for yourself:***

* ***Google users need to be logged into their email account and go to File>Make a Copy.***
* ***Microsoft Users can use File>Download to a Word Document.***

**As you go through the Quest, you will need to check off each step as you complete it. You will be able to:**

* **add tables to my documents**
* **know the difference between columns and rows in a table**
* **format a cell and a table**

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| --- | --- |
| **Check off** | **Description** |
|  | Reviewed the key vocabulary, I Can Statements, and practiced with the Vocabulary Game. |
|  | Viewed the [YouTube lesson](https://www.youtube.com/watch?v=aAniUGvcrVE) or [SchoolTube](http://www.schooltube.com/video/a010363d164984d1c115/Rhyme%20Scheme%20Lesson) video to learn about marking a poem’s rhyme scheme. |
|  | Watched the ***QM5. Tables with Word for Microsoft Office 365 Video*** at the top of the Quest, pausing along as I worked. |
|  | Opened up my Poem Document ***(both the online version & desktop app of Word work the same here.)*** |
|  | Put my cursor at the end of my name at the bottom of the document and spaced down a few lines. |
|  | Went to the Insert menu and selected Page Break. I saw a faded line and Page Break appear above my cursor. |
|  | Went to the Home menu and aligned the text Center. Placed my cursor in the middle of the page below the Page Break. |
|  | Typed the following title: Rhyme Scheme for Nothing Gold Can Stay. |
|  | Selected the title & applied italics formatting. |
|  | Pressed enter/return to leave space below the title. Deselected italics if it is selected. |
|  | **On the INSERT menu:** Selected Table, and moved the mouse over and down the box to create a 3x8 table. Clicked on the square when I saw 3x8 appear at the top to insert the table. |
|  | Added headers in the first row of the table by clicking in the top cell, first column and first row, and typed "Line Number," used the tab key to move to the next cell, in the middle column type "Rhyming word," (tab over) and in the last column type "Rhyme Scheme (A, B, C...). |
|  | In the first column in Row Two, I typed the line number. I used my arrow key or mouse to click in the cells below that and entered the rest of the line numbers from 1-7 in the different rows.    How many lines are in the poem? I used my tab key, and tabbed over until a new line appeared. This is how I can add more rows to a table. I typed line number 8 into the row. |
|  | In Row Two, the second column, I typed the last word from the first line of the poem. I scrolled up to the poem to find it and continued to do that for the rest of the lines until column two was completed. |
|  | I went up to the poem and used the highlight tool to highlight the word at the end of each line of the poem. I used the same highlight color for each rhyming set of words, and a different color for each different rhyming set of words. |
|  | In the last column of the table, I entered the Rhyme Scheme following the directions from the videos. |
|  | Opened the ***Part 2: Create & Collaborate*** box and watched the ***Tables & Collaboration Microsoft Word 365 Video,*** pausing along as I worked. |
|  | Created a new blank document to write my poem or I wrote one below my table. |
|  | I picked two pairs of rhyming words. Example: pat, cat, house, mouse. Then I made short sentences that end in those words. **(Looked at an example in the quest.)** I gave my poem a title and shared it with a classmate in editing mode. (Saw how to do this in the Quest.) |
|  | Shared my poems and the comments with my teacher. |
|  | Checked this Quest off on my 21t4s roadmap. |